



CONVENTION FACILITIES DEPARTMENT

Memorandum

TO: Convention Facilities Customers
FROM: Robert Tagle, Facilities Security Manager
COPIES: Convention Facilities Department Staff, CVB, File
SUBJECT: **Facility Security**
DATE: August 26, 2003

In light of the federal government's continued emphasis on the issue of homeland security, we are issuing this statement to you, our valued customers, in order to provide you with information regarding our most current internal security measures.

In reaction to the events of September 11, 2001, the San Antonio Convention Facilities Department created a Security Task Force. This task force, in cooperation with the International Association of Assembly Managers (IAAM) created a facility Threat Level Response Plan. This plan is based, in large part on suggestions made by the IAAM and the Office of Homeland Security (OHS), and details our response to changes in the National Terrorist Threat Level as determined by the OHS.

The attached document provides you with a general sense of what measures have been and will be taken when the nation reaches a risk level of "Yellow" (Elevated Risk of Terrorist Attacks) and "Orange" (High Risk of Terrorist Attacks). This document lists only those measures that will most closely affect your planned activities in our facilities.

Additionally, the work of our Security Task Force resulted in the establishment of an Emergency Response Team. This Emergency Response Team consists of key personnel within the department as well as representatives from the police and fire departments. Amongst its many responsibilities, this team has two (2) primary functions. First, this team is to determine the response of the facility should the National Terrorist Threat Level reach code "Red" (Severe Risk of Terrorist Attacks). Second, this team will decide whether or not to evacuate the facility in case of any major emergency.

As you are aware, the issue of homeland security is still somewhat fluid. As is the Office of Homeland Security, we too are constantly reviewing our established security measures and procedures. Therefore, your main source of updated information will be our Booking and Events Services Divisions. Accordingly, all questions should be directed to your Booking Coordinator or your Events Services Coordinator. In their absence, please contact our Booking & Services Manager, Jeff Cook at 210-207-5762, or our Events Services Manager, at 210-207-8509. I will notify you of any major changes to our current mode of operation through the Booking Coordinators and Events Services Coordinators.

Sincerely,

A handwritten signature in black ink that reads "Robert Tagle".

Robert Tagle
Facilities Security Manager



Public Assembly Facility Risk Levels

OHS – GOV'T RANKING <i>Risk of Terrorist Attack</i>	RISK LEVEL	VENUE THREAT	SECURITY MEASURES	<u>ACTION STEPS</u>
<u>SEVERE</u> (Red)	5	CANCEL	Secured	“Lock-Down” patrol of perimeter restricting all access.
<u>HIGH</u> (Orange)	4	MAXIMUM	Government Control	National Law officials / security agencies screen public and control
<u>ELEVATED</u> (Yellow)	3	ELEVATED	Restrictive	May involve regional or local law officials with “pat-down” measures
<u>GUARDED</u> (Blue)	2	MODERATE	Protective	Limited Access to venue with screening precautions implemented
<u>LOW</u> (Green)	1	MINIMUM	Routine	No primary factors of concern exist outside normal routine measures

“ELEVATED” (Yellow) Risk Level Security Measures	“HIGH” (Orange) Risk Level Security Measures
<ul style="list-style-type: none"> ▪ Badges / Photo ID must be worn at all times. 	<ul style="list-style-type: none"> ▪ Badges / Photo ID must be worn at all times.
<ul style="list-style-type: none"> ▪ Access to Convention Way / Bowie St. Drop Off has been restricted. Access to the Porte Cochere is available from Market St only. 	<ul style="list-style-type: none"> ▪ Access to Convention Way / Bowie St. Drop Off / Porte Cochere has been restricted.
<ul style="list-style-type: none"> ▪ Shuttle service on Convention Way / Bowie St. Drop is prohibited unless Off Duty PD is ordered to monitor access (paid by the customer) AND schedule and staffing is approved by the Event Services Manager. ▪ Limited move in/out access by the facility’s exclusive contractors may be permitted on Convention Way, without the assistance of an Off Duty PD Officer, but requires the approval of the Events Services Manager. Requests will be considered on a case-by-case basis, and must be communicated through the EC. 	<ul style="list-style-type: none"> ▪ Shuttle service on Convention Way / Bowie St. Drop is prohibited unless Off Duty PD is ordered to monitor access (paid by the customer) AND schedule and staffing is approved by the Event Services Manager.



<ul style="list-style-type: none"> ▪ Parking passes may be issued on a limited case-by-case basis. All requests must be made through the Event Services Division, via the EC. 	<ul style="list-style-type: none"> ▪ Parking of any type (short term or long term) is prohibited on Convention Way, Bowie St. Drop Off or in Porte Cochere. No parking passes will be issued while at this level of national alert.
<ul style="list-style-type: none"> ▪ Overnight parking of trailers (service contractors & exhibitors) will be permitted in the loading docks. Overnight parking of POV's will NOT be permitted in the loading docks. 	<ul style="list-style-type: none"> ▪ Overnight parking is prohibited in the loading docks. No dock parking passes will be issued while at this level of national alert.
<ul style="list-style-type: none"> ▪ In-house exclusive service contractor vehicles (with approved parking permits) will be permitted to enter the loading docks, as normal business activities require. ▪ All other POV parking in the loading docks is prohibited. Only vehicles transporting exhibit equipment or making other appropriate deliveries will be granted access to loading docks. 	<ul style="list-style-type: none"> ▪ POV parking in the docks is prohibited. Only vehicles transporting exhibit equipment or making other appropriate deliveries will be granted access to loading docks.
<ul style="list-style-type: none"> ▪ Overnight storage of empty containers in the facility and on the loading docks will be permitted in accordance with established Fire Dept. guidelines. Any violation of these Fire Dept. guidelines will result in immediate revocation of this empty container storage allowance by the service contractor in violation. 	<ul style="list-style-type: none"> ▪ Storing of empty containers in the facility or loading docks is prohibited.
<ul style="list-style-type: none"> ▪ All Contractor Labor must have badge / wristband / t-shirt etc., AND photo ID at all times. 	<ul style="list-style-type: none"> ▪ All Contractor Labor must have badge / wristband / t-shirt etc., AND photo ID at all times.
<ul style="list-style-type: none"> ▪ Temp Labor Check In must take place on the exterior of the facility. 	<ul style="list-style-type: none"> ▪ Temp Labor Check In must take place on the exterior of the facility.
<p>Site Visits:</p> <ul style="list-style-type: none"> ▪ All site visits must be pre-scheduled by CVB, BC or EC ▪ CVB, BC's and EC's must notify House Security of ALL scheduled site visits and client meetings ▪ CVB, BC's and EC's must instruct customers to check in at Admin / Security (will be required to show ID and sign in) ▪ CVB, BC's and EC's must meet customer down at Security Desk for all meetings / site visits and escort to appropriate destination (tour, conf. rm, etc...) 	<p>Site Visits:</p> <ul style="list-style-type: none"> ▪ All site visits must be pre-scheduled by CVB, BC or EC ▪ CVB, BC's and EC's must notify House Security of ALL scheduled site visits and client meetings ▪ CVB, BC's and EC's must instruct customers to check in at Admin / Security (will be required to show ID and sign in) ▪ CVB, BC's and EC's must meet customer down at Security Desk for all meetings / site visits and escort to appropriate destination (tour, conf. rm, etc...)



<ul style="list-style-type: none">▪ Security will not permit anyone access to Admin. without authorization from the meeting originator (BC, EC or person expecting guest)▪ No Walk In Appointments will be accepted.	<ul style="list-style-type: none">▪ Security will not permit anyone access to Admin. without authorization from the meeting originator (BC, EC or person expecting guest)▪ No Walk In Appointments will be accepted.
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Please sign below acknowledging receipt of this statement regarding Facility Security, last updated August 26, 2003. Your signature also acknowledges your understanding that facility security measures and policies may change as national security measures change. Please fax a signed copy of this signature page to the attention of your Booking Coordinator at 210-223-1495.

Signature

Date

Title

Organization